

CHAPTER 5

SAFETY AND HEALTH TRAINING

5.1 PURPOSE

Safety and health training is an integral part of the APHIS Safety and Health Program. Compliance with training requirements outlined in this section will greatly enhance the ability of supervisors, managers, and employees to fulfill the objectives of the Safety and Health Program. Training requirements specified in this Chapter are mandatory, and meet the minimum legal requirements of OSHA.

5.2 PROCEDURES

Safety and health training plans should be developed in conjunction with the annual Performance Appraisal Process. All safety and health training will be reflected in the employee's annual Individual Development Plan. Completion of all formal training will also be documented using Form SF-182, Request, Authorization, Agreement and Certificate of Training.

5.3 GENERAL TRAINING REQUIREMENTS

General safety and health training requirements are summarized below. It is the responsibility of the individual supervisor and the appropriate Collateral Duty Safety and Health Officer (CDSHO) to ensure that training requirements are fulfilled.

Top Management Officials. Orientation with: Section 19 of the Occupational Safety and Health Act, Executive Order 12196, 29 CFR Part 1960, and the APHIS Safety and Health Manual.

Supervisors. Orientation with: Section 19 of the Occupational Safety and Health Act, Executive Order 12196, 29 CFR Part 1960, the APHIS Safety and Health Manual, and OSHA standards applicable to the assigned workplace and operations under their control.

Council Members. See Section 4.4 of Chapter 4 of this Manual.

Employees. Specialized training/orientation appropriate to the work performed by the employee, e.g., printing office, pesticide operations, laboratory work, etc., which includes safety and health requirements of the job; defensive driving when appropriate; rights and responsibilities associated with the APHIS Safety and Health Program.

Employee Representatives. Training in the recognition of hazardous conditions and work practices commensurate with the scope of assigned responsibilities concerning the APHIS Safety and Health Program.

Safety and Health Inspectors. See Section 2.4 of Chapter 2 of this Manual.

Collateral Duty Safety and Health Personnel. See Section 5.4.1 of this Chapter and 1.7 of Chapter 1 of this Manual.

5.4 SPECIFIC TRAINING REQUIREMENTS

There are some specific training requirements for certain categories of employees and certain types of work functions. These requirements are summarized below and represent the minimum Agency requirements. Organizational heads may require additional training as deemed necessary for any category of employee or type of work functions.

- 5.4.1 Training Requirements for CDSHOs. CDSHOs have been divided into four categories as listed below. The minimum training program requirement, for the Regional CDSHOs are especially important because these individuals assist in the training of other safety and health officers, employees, and supervisors in their respective regions. The minimum training requirements are as follows:

Regional CDSHOs. Training or orientation in the following: APHIS Safety and Health Program, accident investigation and reporting procedures, collateral duty safety and health responsibilities, effective safety and health councils, hazardous chemicals safety, inspection procedures, selection and use of respirators, and the APHIS Annual National Safety and Health Symposium.

Latin American CDSHOs. Training or orientation in the following: APHIS Safety and Health Program, accident investigation and reporting procedures, and the APHIS Annual Safety and Health Symposium.

Laboratory CDSHOs. Specialized training or orientation in the following: Collateral duty safety and health responsibilities, hazardous chemicals safety, inspection procedures, effective safety and health councils, and the selection and use of respirators.

Program CDSHOs, e.g., Tick Force. Specialized training or orientation in the following: Collateral duty safety and health responsibilities, effective safety and health councils, selection and use of respirators, and pesticide application.

These training requirements are listed by priority of importance. Training will commence within 3 months of assignment to duties, and 2 courses should be completed each year until all requirements are met.

- 5.4.2 First Aid Training. The ready access to a professionally staffed medical facility will be the primary determinant in whether an employee within a unit is required to take first aid training. The supervisor will determine who and how many employees are to take the training if a professionally staffed medical facility is not readily accessible. However, supervisors should promote first aid training to all employees. Employees granted approval by supervisors to take first aid training will not be charged leave to attend classes. The names of those employees trained to render first aid will be known to all other employees within the unit. Supervisors will ensure that employees who work alone are capable of handling emergencies expected in their working environment.

Standard first aid training must be American Red Cross (ARC) or equivalent. Employees successfully completing the course will be issued certification cards, which are valid for 3 years.

- 5.4.3 Cardiopulmonary Resuscitation (CPR) Training. The requirements regarding first aid training are also applicable to CPR. CPR training and certification is provided nationally through the Red Cross and the American Heart Association. Employees granted approval by supervisors to take CPR training will not be charged leave to attend classes. CPR training is valid for 1 year.

In addition to the minimum requirements, supervisors should promote CPR training for all employees regardless of access to medical facilities or job hazards.

5.5 TRAINING ASSISTANCE/RESOURCES

See Chapter 4, paragraph 4.5.1 for training sources and addresses. Contact the Safety, Health, and Environmental Staff (SHES), for additional recommendations on current training sources and reference materials. Exhibit 5.1 lists the OSHA mandated training requirements.